

Position Title:	Chief Administrative Officer
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Department:	FINANCIAL INSTITUTIONS, DEPARTMENT OF
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Final Filing Date:	Friday, July 23, 2010
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Bulletin ID:	07012010_5
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The Above-Named Examination Bulletin is Amended as Follows:

Correction, (as of 07/07/10), the correct phone number for Shelli Costa is (916) 319-9114.



FINANCIAL INSTITUTIONS, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	FINANCIAL INSTITUTIONS, DEPARTMENT OF	RELEASE DATE:	Friday, July 2, 2010
POSITION TITLE:	Chief Administrative Officer	FINAL FILING DATE:	Friday, July 23, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	07012010_5

POSITION DESCRIPTION

Under the general direction of the Commissioner of Financial Institutions and Chief Deputy Commissioner, manages and directs the Department's Administrative Services Division. Sections supervised include Human Resources, Business and Financial Management, and Information Technology, including Information Security.

The Chief Administrative Officer has significant responsibility for influencing and formulating policy, line operations, and serves as a consultant and adviser to the Commissioner on implementation of DFI policies, program requirements, activities and operations. The incumbent plans, organizes, directs, coordinates and monitors Division activities including accounting and fiscal services, budgets, business services, contracts, employee personnel transactions and benefits, incompatible activities, employer /employee relations, recruitment, testing and selection, training, employee performance, management analysis, information systems procurement, help desk, and all aspects of technology services and security, and other strategic support functions. The incumbent formulates and oversees departmental policy in a variety of program areas and recommends strategic planning goals, objectives and action items. The incumbent is a member of the Department's Executive Committee, and provides policy direction on administrative program matters and regulatory issues as required.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Analytical Thinking and Decision Making - Ability to approach a problem by using a logical, systematic, sequential approach; and to make decisions and solve problems involving varied levels of complexity, ambiguity and risk.
2. Change Leadership - Ability to manage, lead, and enable the process of change and transition while helping others to deal with their effects.
3. Communication - Ability to listen to others and communicate in an effective manner; communicate ideas, thoughts, and facts orally and in writing. Degree of trustworthiness and ethical behavior of an individual with consideration for the knowledge one has of the impact and consequences when making a decision or taking action. Demonstrating concern that one be perceived as responsible reliable, and trustworthy.
4. Ethics and Integrity/Personal Credibility - Degree of trustworthiness and ethical behavior of an individual with consideration for the knowledge one has of the impact and consequences when making a decision or taking action. Demonstrating concern that one be perceived as responsible reliable, and trustworthy.
5. Flexibility and Forward Thinking - Ability to adapt to and work with a variety of situations, individuals and groups; to be open to different and new ways of doing things; and the willingness to modify one's preferred way of doing things. Ability to anticipate the implications and consequences of situations and take appropriate action to be prepared for possible contingencies.
6. Global Perspective/Vision and Strategic Thinking - Ability to recognize and address issues that are outside of the local perspective; view issues without any preconceived biases or limitations; to see the big picture. Ability to support, promote, and ensure alignment with the organization's vision and values, and to understand how an organization must change in light of internal and external trends and influences.
7. Influencing Others – Ability to gain others' support for ideas, proposals, projects and solutions.
8. Interpersonal Skills Relationship Building – Ability to get along with and interact positively with others. Ability to develop, maintain and strengthen relationships with others at various levels inside or outside of the organization, including the legislative and executive branches of government.
9. Organizational Awareness – Ability to understand the workings, structure and culture of the organization as well as the political, social and economic issues affecting the organization.
10. Results Orientation – Ability to focus personal efforts on achieving results consistent with the organization's objectives.

11. Team Leadership – Ability to effectively manage and guide group efforts, including providing the appropriate level of feedback concerning group progress.

12. Workforce Management – Ability to effectively recruit, select, develop, and retain competent staff; includes making appropriate assignments and managing staff performance. Ability to promote equal and fair treatment and opportunity for all.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Administrative Officer**, with the **FINANCIAL INSTITUTIONS, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- A resume must be attached to the application.
- Statement of Qualifications font size shall be no smaller than Times New Roman 11.

Applications must be submitted by the final filing date to:

FINANCIAL INSTITUTIONS, DEPARTMENT OF, Examination/Human Resources
1810 - 13th Street , Sacramento, CA 95811
Shellie Costa | 916-319-9914 | scosta@dfi.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FINANCIAL INSTITUTIONS, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and

rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>